

**Section 3 - Safe Routes to School Action Plan – Infrastructure**  
This example is not a complete action plan



<b>Overall Project Goal #1: Eliminate a significant and critical infrastructure obstacle identified by parents, student and school staff as a barrier to walking and bicycling to and from school by constructing a sidewalk on the north side of Boardwalk Ave by August 1, 2022.</b>				
<b>SMART Objective 1:</b> Increase the number of children living within 1 mile of XYZ Elementary School who safely walking and bicycling to school by designing a 10' wide, 1600-foot-long sidewalk on the north side of Boardwalk Ave. by August 1, 2022.				
<b>Activity</b>	<b>Desired Outcome</b>	<b>Measurement of deliverable</b>	<b>Estimated Timeframe (Q1, Q2, Q3, Q4)</b>	<b>Responsible Key Staff / Agency</b>
<b>Activity 1.1:</b> IGA scoping meeting with CDOT	Responsibilities assigned to CDOT and City. Draft IGA produced. CDOT requirements for Federal-aid projects identified	Project cost estimate & schedule defined; scope of construction is identified	Q1 FY20	Project Manager
<b>Activity 1.2:</b> IGA fully executed	Approved SOW, project cost estimate	Signed IGA	Q2 FY20	Project Manager
<b>Activity 1.3:</b> Procure design consultant	Design consultant with bicycle and pedestrian experience selected	Contract executed	Q2 FY20	City
<b>Activity 1.4:</b> Develop design plans & specifications	30% Plan Review (Field Inspection Review (FIR)) meeting	30% Plan Review approved	Q2 - Q3 FY20	Design consultant
<b>Activity 1.5:</b> Complete all NEPA requirements	CDOT environmental team certification	NEPA clearance signed	Q4 FY20 – Q1 FY21	Project Manager
<b>Activity 1.6</b> Submit 90% plans, specifications, and project cost estimates	90% Plan Review (Final Office Review (FOR)) meeting	90% Plan Review approved	Q1 FY21	Project Manager

**SMART Objective 2:** Increase the number of children living within 1 mile of XYZ Elementary School who safely walking and bicycling to school by constructing a 10' wide, 1600 foot long sidewalk on the north side of Boardwalk Ave. by August 1, 2022.

Activity	Desired Outcome	Measurement of Deliverable	Estimated Timeframe (Q1, Q2, Q3, Q4)	Responsible Key Staff / Agency
<b>Activity 2.1:</b> Advertise and award for construction services	Best qualified construction firm selected	Contracts executed	Q3 FY21 –	City
<b>Activity 2.2:</b> Construction	Construction successfully completed prior to start of school year	Sidewalk construction completed	Q4 FY21 – Q1 FY22	Project Manager
<b>Activity 2.3:</b> Project completion	All forms and invoices completed and submitted to CDOT Ribbon cutting ceremony with school and community	Final invoice submitted. All paperwork completed and submitted	Q3 FY22	Project Manager
<b>Activity 2.4:</b>				
<b>Activity 2.5:</b>				

**SMART Objective 3:** Increase the number of children living within 1 mile of XYZ Elementary School who safely walking and bicycling to school from 12% to 20% by educating students K-5 on bicycle and pedestrian safety by August 1, 2022.

Activity	Desired Outcome	Measurement of Deliverable	Estimated Timeframe (Q1, Q2, Q3, Q4)	Responsible Key Staff / Agency
<b>Activity 2.1:</b> Bicycle safety education program: 3 <sup>rd</sup> – 5 <sup>th</sup> grades	Students participating in program increase their skill level and knowledge of rules of the road	# of students completing course Student Travel Tally	Q2 FY20; Q4 FY20; Q2 FY21; Q4 FY22	Bicycle/Ped Sub-contractor
<b>Activity 2.2:</b> Pedestrian safety education program; K – 2 <sup>nd</sup> grades	Students participating in program increase their skill level and knowledge of rules of the road	# of students completing course	Q2 FY20; Q4 FY20;	Bicycle/Ped Sub-contractor

		Student Travel Tally	Q2 FY21; Q4 FY22	
<b>Activity 2.3:</b> Walk to School Day	Greater than 50% of students participate	# and % of students who use active transportation to school	Q4 FY 20-21-22	PE Teacher
<b>Activity 2.4:</b> Bike to School Day	Greater than 50% of students participate	# and % of students who use active transportation to school	Q2 FY20-21-22	PE Teacher
<b>Activity 2.5:</b>				
<b>SMART Objective 4: Parent(s)/Caregiver(s) of students attending XYZ Elementary have fewer concerns about safety for children walking and biking to and from school as evidenced from pre- and post-Parent Surveys.</b>				
<b>Activity 3.1:</b> Develop and distribute information sheet on infrastructure improvements	Distribute to all parent(s)/caregiver(s) and school staff Increase knowledge and attitudes about safety around school for active transportation	# of sheets distributed Parent Survey	Q1 FY22	Project Manager
<b>Activity 3.2:</b> Ribbon cutting at completion of sidewalk project	Increased enthusiasm for walking and biking More students walk and bike to and from school using new facility	# of students # of parents Parent Survey	Q1 FY22	Project Manager
<b>Activity 3.3:</b>				